Accelerated SAP State of Utah	Organization/Area: Title:	BUSINESS PROCESS PROCEDURE Payroll Department Time Entered For Previous Pay Period Report	
File Name:	H:\TRAINDOC\FOLIO\Payroll\convert\Reports - Time Entered For Previous Pay Period Report.doc	Release:	R/3 4.6C
Responsibility:	Payroll Coordinator	Status:	Issued: 02/19/2004 Revised:

Overview

Trigger:

Agency staff wants to see time entries that were made in a previous pay period after the cutoff deadline for time entry.

Business Process Procedure Overview
Agencies review time-entered reports to determine that time has been entered correctly. After doing this review, agencies want to be assured that no unauthorized time sheet entries have been made. This report allows them to review all time and other earnings entries made in a previous pay period after a specific date and time.

Procedural Steps

1.1.   Access transaction by:

Via Menu	Reports after entry > Time Entered For Previous Pay Period Report
Via Transaction Code	Z_TIME_ENTRY_PREV_PP
Via Favorites Menu	Time Entered For Previous Pay Period Report

Double click on "Time Entered For Previous Pay Period Report" and the following screen will appear:

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Input – Available Fields	Field Value
Personnel number	Employee Identification Number of the employee or employee's
Organization key	Agency, Low Org, and Distribution Code
Pay Period	Pay Period Number and Year
Cutoff Date	Month/Day/Year
Cutoff Time	Cutoff time in military format
Page Breaks	Yes or No

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1.2 **The "Personnel number" field may be left blank if using the agency "Organization key".** Specific employees may be selected by entering the employee identification number(s) in the "Personnel number" field. Enter more than one EIN by clicking on the arrow box next to the "Personnel number" field. A box appears that allows entry of multiple EIN's.

1.3 **The "Organization key" field allows entry of the Agency code followed by a blank space, the Organization code and the Distribution code to specify a selection of an employee group.** Use the wild card symbol, *, in the selection criteria to get all employees within the same org. For example, to print the report for all employees in agency 100 and orgs with 04, enter 100(space)04*. Enter multiple organization keys by clicking on the arrow box to the right of the "Organization key" field. A box appears that allows entry of multiple individual organization keys or a range of organization keys.

1.4 **The Pay Period field identifies the pay period to exclude.** All pay periods prior to the period entered here are examined for entries made after the cutoff date and time specified below. Entries made for pay periods preceding the specified pay period are displayed on the report if the entries were made after the cutoff date and time.

1.5 **The Cutoff Criteria is used to input the date and time.** The report will only display entries in previous periods that occur after the "Cutoff Date" and "Cutoff Time" entered. The example below shows entries for selecting employees in agency 100 and any org beginning with 04. The report will display entries made after 01/02/2004 at 12:00 p.m. for any period previous to 26 2003.

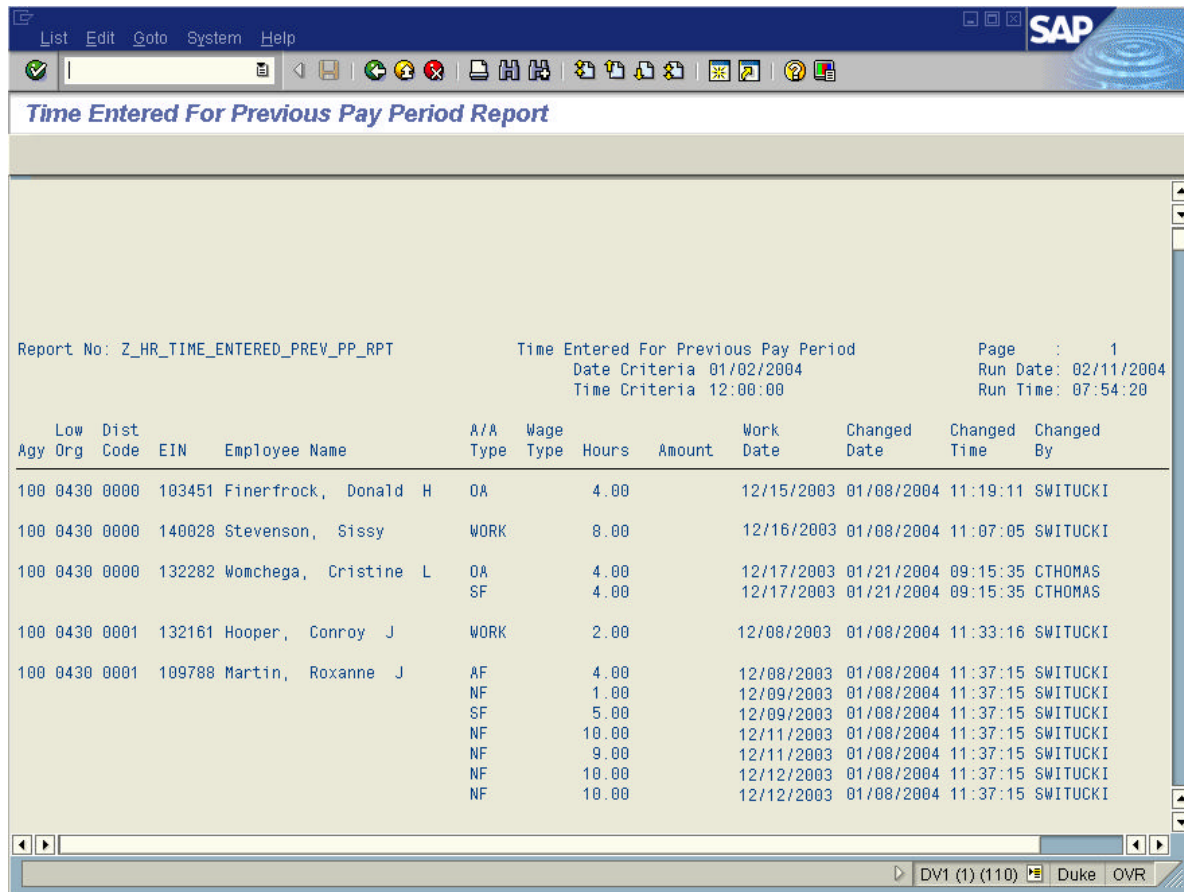**1.6** **The "Page breaks" buttons create a page break after each org change or not create any page breaks.** The default is Yes, create page breaks when the org changes.

1.7 **Click on the Execute button in the upper left area that looks like a clock to view the report.** An example of the report is below.

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List  Edit  Goto  System  Help                                                      SAP

Time Entered For Previous Pay Period Report


Report No: Z_HR_TIME_ENTERED_PREV_PP_RPT          Time Entered For Previous Pay Period          Page    :    1
                                                  Date Criteria 01/02/2004                     Run Date: 02/11/2004
                                                  Time Criteria 12:00:00                        Run Time: 07:54:20

     Low  Dist                                 A/A  Wage                Work        Changed    Changed  Changed
Agy  Org  Code  EIN    Employee Name           Type Type  Hours  Amount Date        Date       Time     By

100  0430 0000  103451 Finerfrock,  Donald  H  OA          4.00         12/15/2003  01/08/2004 11:19:11 SWITUCKI

100  0430 0000  140028 Stevenson,  Sissy        WORK        8.00         12/16/2003  01/08/2004 11:07:05 SWITUCKI

100  0430 0000  132282 Womchega,  Cristine  L   OA          4.00         12/17/2003  01/21/2004 09:15:35 CTHOMAS
                                                 SF          4.00         12/17/2003  01/21/2004 09:15:35 CTHOMAS

100  0430 0001  132161 Hooper,  Conroy  J        WORK        2.00         12/08/2003  01/08/2004 11:33:16 SWITUCKI

100  0430 0001  109788 Martin,  Roxanne  J       AF          4.00         12/08/2003  01/08/2004 11:37:15 SWITUCKI
                                                 NF          1.00         12/09/2003  01/08/2004 11:37:15 SWITUCKI
                                                 SF          5.00         12/09/2003  01/08/2004 11:37:15 SWITUCKI
                                                 NF         10.00         12/11/2003  01/08/2004 11:37:15 SWITUCKI
                                                 NF          9.00         12/11/2003  01/08/2004 11:37:15 SWITUCKI
                                                 NF         10.00         12/12/2003  01/08/2004 11:37:15 SWITUCKI
                                                 NF         10.00         12/12/2003  01/08/2004 11:37:15 SWITUCKI

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1.8   To print the report, click on the print icon, or choose List > Print from the screen heading toolbar.

2   The report heading contains the following information:

➢ The report number

➢ The report title

➢ Page number

➢ Date criteria input from the selection screen

➢ Date the report was run

➢ Time criteria input from the selection screen

➢ Time the report was run

2.2   The columns on the report are listed below with a brief description.

Agy	The employee's agency code.
Low Org	The employee's low org.
Dist Code	The employee's distribution code.
EIN	The employee's identification number.
Employee Name	The employee's name.
A/A Type	The attendance or absence type entered on the time entry screen.
Wage Type	The wage type entered on the time entry screen.
Hours	Number of hours entered on the time entry screen for the A/A or wage type.
Amount	Dollar amount entered on the time entry screen for the wage type.
Work Date	Day of week the A/A or wage type was entered on the time entry screen.
Changed Date	Date the entry was changed on the time entry screen.
Changed Time	Time the entry was changed on the time entry screen.
Changed By	Login id of the person that changed the time entry screen.